



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
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MCO 1001.60  
MPP-60  
16 Jun 1998

MARINE CORPS ORDER 1001.60

From: Commandant of the Marine Corps  
To: Distribution List

Subj: PRETRAINED INDIVIDUAL MANPOWER (PIM) ASSIGNMENT PROGRAM

Ref: (a) MCO 5311.1B  
(b) Marine Corps Mobilization Management Plan (MPlan)

Encl: (1) Procedures to Access MCTFS Command Staffing Report

1. Purpose. To establish policy guiding management and execution of the PIM Assignment Program.

2. Definitions

a. Pretrained Individual Manpower (PIM). For the purpose of this Order the term PIM includes retirees and Marines in the Individual Ready Reserve (IRR).

b. PIM Sponsor. Commands that have IRR and retiree billets listed on their Table of Organization (T/O) are PIM Sponsors.

3. Background

a. The PIM Assignment Program is intended to predetermine the Marines required to fill critical time and skill sensitive mobilization billets. The designated gaining command then solicits the Marine to train in his wartime billet to maintain his military skills and gain familiarity with local procedures. Preassignment will also allow a higher degree of administrative readiness for participating Marines. These two conditions will increase our mobilization readiness by decreasing the amount of time required to process the Marine at a Mobilization Processing Center and decrease the amount of retraining and familiarization required upon reporting to the gaining command.

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b. In the past, however, problems with management of the Preassignment Program have negated potential benefits. The number of approved preassigned billets exceeded the number of eligible IRR and Retired Marines available to fill them, resulting in a vacancy rate of 20 percent that commanders expected but would not necessarily have received. Also, preassignments were made strictly based on grade and MOS without regard to post-mobilization manpower priorities, which caused dedication of critically short manpower to commands that might not have been involved in a given crisis.

#### 4. Policy

a. Peacetime Management. Commands requiring preassigned reserve and retiree manpower will request appropriate T/O structure per reference (a). Structure requests must be the result of documented mission requirements which current approved structure does not support.

(1) In order to qualify as a billet requiring a specific by-name preassignment, the billet must:

(a) be required to support every standing operation plan (Oplan),  
and

(b) require specific pretraining (i.e., MOS), and

(c) require immediate activation upon T-Day (the day Partial Mobilization is authorized).

(2) Restricting approved billets to those meeting the above criteria is intended to limit the requirement to a level that existing manpower resources can satisfy. This restricted requirement will also allow a higher degree of quality in making assignments based upon military experience and MOS credibility.

(3) The Commanding General, Marine Corps Reserve Support Command (MCRSC) will preassign Marines to vacant "Preassigned IRR" (billet status B1) and "Preassigned Retiree" (billet status D1) billets on a continuous basis. Commanders with preassignment billets on their T/O are encouraged to recruit eligible Marines to fill these billets, and request that MCRSC make the necessary MCTFS entries.

(4) The remaining pool of IRR and retiree manpower is available (upon authorization of appropriate level of call-up or

mobilization) for CMC (MM) to assign to T/O billets identified for "IRR within 72 hours" (billet status B2), "retiree within 72 hours" (billet status D2), "IRR after 72 hours" (billet status B3), and "retiree after 72 hours" (billet status D3).

(5) MCRSC will notify preassigned Marines by letter of their selection.

(6) Commanders with preassignment billets on their T/O may initiate contact and solicit preassignees to participate in training using a MCTFS report of those Marines preassigned to their command. The enclosure lists procedures required to access the Command Staffing Report. The Reserve Counterpart Training (RCT) and Active Duty Special Work (ADSW) (Total Force) programs will be used to facilitate peacetime training of preassigned Marines.

b. Execution

(1) When involuntary callup or mobilization authority is anticipated as part of a developing crisis or execution of a standing Operation Plan, commands will request activation of preassigned IRR and retirees per reference (b). This request will normally be solicited by CMC (MPP-60)

(2) Preassignment of IRRs and Retirees will continue until authorization of Partial Mobilization.

4. Action

a. PIM Sponsors

(1) Conduct continuous review and management of all T/O IRR and retiree structure to reflect mission requirements in accordance with reference (a).

(2) Provide Marines with the opportunity to train in the billet to which they are preassigned.

b. CG, MCCDC (TFSD). Modify Force Structure in accordance with reference (a) to ensure accurate information is available.

c. Commander, Marine Forces Reserve (MCRSC)

(1) Preassign members of the PIM to vacant preassignment billets.

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(2) Notify preassigned Marines by letter of their selection and provide command point of contact information to coordinate voluntary training opportunities.

(3) Issue RCT and ADSW orders to preassigned Marines upon validated requests by gaining commands.

d. DC/S M&RA

(1) Director, Manpower Management Division. Provide oversight and guidance to MCRSC regarding execution of the PIM Assignment Program.

(2) Director, Manpower Plans and Policy Division. Ensure updated preassignment policy information is submitted to DC/S Plans, Policy, and Operations Department for inclusion to reference (b).

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

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Procedures to Access MCTFS Command Staffing Report

1. Required Access. Individuals requiring access to the Command Staffing Reports relating to preassignment must contact their Terminal Security Officer (TASO). The TASO will assign the user an account with required profiles on the Kansas City domain. This process takes about a week. The reports to be viewed are on the Kansas City domain since all accounts must reside on that domain. Once the account is established on the Mainframe, users will be given an Access Identification or ACID with a password.
2. Login. With the TASO present, find a computer that has 3270 software. Once at the Marine Corps Data Network (MCDN) screen the user will be prompted for a domain choice. Pick the appropriate letter for Kansas City, usually a "T." User will be prompted for ACID and password. The user may be required to change his password on the first login. Follow instructions provided on screen to update password.
3. Kansas City Domain. After login a list of choices will appear, depending on how the user's profile is configured. Select the option for INFOPAC-RDS.
4. INFOPAC. This is the Mainframe where the reports are held for viewing and printing. Towards the middle half of the screen the user will be asked for report addresses. The following are the reports related to preassignment:

C1450G1J: Bad record status canceled from preassignment.

C1450G1K: Preassignments that are updated monthly.

C1450GIL: End of Tour 90 days.

C1450G1P: Ops Sponsor Report. Lists who has been selected  
for preassignment. This report is updated twice a  
year.

C1450C1R: Address location report.

Units should spend most of their efforts on the Ops Sponsor report. This report contains the information needed by the PIM sponsors to plan ahead for mobilization.

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5. Printing. To print the above reports, the user needs to have a network printer that is 3270 capable. The local TASO will be able to assist with any further problems with printing or access.

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